

**Wyoming Department of Health
Office of Healthcare Licensing and Surveys**

Birth Centers

Paperwork Requirements for State Licensure

Facility Name: _____ City: _____

- _____ 1. A completed license application form and appropriate fee.
- _____ 2. Copy of organizational chart which reflects all positions and delineates responsibilities, authority and relationship of positions within the birth center.
- _____ 3. Copy of policy and procedure indicating the extent of physician supervision in the services offered.
- _____ 4. Copy of policy and procedure indicating the responsibility for documenting and implementing a program to review the care of patients within the birth center.
- _____ 5. Copy of agreements on file with an obstetrician and a pediatrician or group of such practitioners who shall be responsible in the event of emergency transfer of a patient to a hospital.
- _____ 6. Copy of policy and procedures on employee health.
- _____ 7. Copy of policy and procedure on transfer and transport of a newborn and/or mother to a hospital where appropriate care is available.
- _____ 8. Copy of policy and procedure with an ambulance service for emergency transport of a newborn and/or mother.
- _____ 9. Copy of policy and procedure on fetal deaths.
- _____ 10. Copy of policy and procedure on infection control and reporting of communicable disease information.
- _____ 11. Copy of policy and procedure on quality management program.
- _____ 12. Copy of policy and procedure on admissions.
- _____ 13. Copy of personnel policies and operating practices which define the services of the birth center.